



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1B  
MCB (B 013)  
MCCDC (C 06)

**1 MAR 2001**

MARINE CORPS BASE ORDER 5210.1B w ch 1, ch 2, ch 3, ch 4

From: Commanding General  
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL  
CORRESPONDENCE

Ref: (a) SECNAVINST 5216.5D  
(b) MCBO 5216.1C

Encl: (1) Designator Codes for MCB Activities  
(2) Designator Codes for MCCDC Activities

1. Purpose. To promulgate a list of MCB and MCCDC designator codes and provide instructions for their use.

2. Cancellation. MCBO 5210.1A.

3. Summary of Revision. The enclosures contain significant changes and should be reviewed in their entirety.

4. Information. The use of designator codes on correspondence is the easiest method for an individual receiving the correspondence to determine the office originating the document.

a. Per reference (a), correspondence prepared in the name of the CG MCCDC or CG MCB will bear an SSIC number, the originator's designator code (as identified in the enclosure), and the date.

Example:

5210	(SSIC)
B 013	(designator code)
2 Nov 95	(date)

b. All outgoing correspondence signed for either the CG MCCDC or CG MCB will adhere to the provisions established in reference (b).

c. When requesting a response to correspondence, activities will use their designator code as follows:

"Submit responses to the CG MCCDC (C 44) by 2 July 1995."

MCBO 5210.1B

**1 MAR 2001**

5. Concurrence. This Order has been coordinated with and concurred in by the CG MCCDC.

6. Action

a. Activity Heads

(1) Ensure cognizant personnel are familiar with the codes listed in the enclosures and their proper use.

(2) Prepare all correspondence for signature using the appropriate designator code.

b. Adjutant. Assign designator codes to MCCDC and MCB staff activities as required.

  
E. CAVANOS JR.  
Chief of Staff

DISTRIBUTION: INTERNET

copy to: 1, 2, 32, 33, 34, 35, 36, 40



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1B Ch 1  
MCB (B 013)  
MCCDC (C 06)  
26 MAR 2001

MARINE CORPS BASE ORDER 5210.1B Ch 1

From: Commanding General  
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL  
CORRESPONDENCE

Encl: (1) **New** page inserts to MCBO 5210.1B

1. Purpose. To transmit new page inserts to the basic order.
2. Action. Remove enclosure (1), and replace with corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.
4. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.
5. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

  
E. CAVAZOS, JR.  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1B Ch 2  
MCB (B 013)  
MCCDC (C 06)  
**12 APR 2001**

MARINE CORPS BASE ORDER 5210.1B Ch 2

From: Commanding General  
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL  
CORRESPONDENCE

Encl: (1) New page insert to MCBO 5210.1B

1. Purpose. To transmit new page insert to the basic order.
2. Action. Remove page 1 of enclosure (1), and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.
4. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.
5. Filing Instructions. File this change transmittal immediately behind the signature page of Change 1 to the basic order.

M. E. SWANSTROM  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1B Ch 3  
MCB (B 013)  
MCCDC (C 06)  
**13 MAY 2002**

MARINE CORPS BASE ORDER 5210.1B Ch 3

From: Commanding General  
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL  
CORRESPONDENCE

Encl: (1) New page inserts to MCBO 5210.1B

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove page 2 of enclosure (1), and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.
4. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.
5. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

D. L. WRIGHT  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1B Ch 4  
MCB (B 013)  
MCCDC (C 06)  
**11 MAR 2003**

MARINE CORPS BASE ORDER 5210.1B Ch 4

From: Commanding General  
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL  
CORRESPONDENCE

Encl: (1) New page inserts to MCBO 5210.1B

1. Purpose. To transmit new page inserts to the basic Order.

2. Action


a. Remove page 2 of enclosure (1), and replace with the corresponding page contained in the enclosure.

b. Insert new page 3 of enclosure (1) in the basic Order.

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

4. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.

5. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
D. L. WRIGHT  
Chief of Staff

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**1 MAR 2001**

## DESIGNATOR    CODES    FOR    MCB    ACTIVITIES

<u>ACTIVITY</u>	<u>CODE</u>
AC/S, G-1    Division    (Manpower)	B 01
Military Personnel Branch	B 011
Adjutant Branch	B 013
Consolidated Administration Center	B 014
Security Branch	B 054
 AC/S, G-3    Division    (Operations)	 B 03
Current Operations Branch	B 031
Range Management Branch	B 032
Plans, Policies, and Training Branch	B 033
Combat Visual Information Center (CVIC) Branch	B 034
Band Branch	B 035
Marathon Branch	B 036
 AC/S, G-5    Division    (Facilities)	 B 04
Maintenance Branch	B 041
Public Works Branch	B 042
Family Housing Branch	B 044
Natural Resources Environmental Affairs Branch	B 046
 Inspector	 B 051
 Staff Judge Advocate	 B 052
Military Justice Branch	B 0521
Legal Assistance Branch	B 0522
Administrative Support Branch	B 0523
Defense Branch	B 0524
Civil Law	B 0525
 Chaplain	 B 053
 Public Affairs Officer	 B 058
 CO, Headquarters and Service Battalion	 B 07
 Director, Reserve Support Unit	 B 08
 *Director, Business Performance Office	 B 09

ENCLOSURE    (1)

Ch 2 ( **1 2 APR 2001** )

MCBO 5210.1B

**1 MAR 2001**

<u>ACTIVITY</u>	<u>CODE</u>
Commanding General, Marine Corps Base	B 10
Chief of Staff, MCB	B 101
Health Care Advisor	B 103
Dental Care Advisor	B 104
Counsel	c 050
Director, Comptroller Division	B 18
Budget Branch	B 181
Accounting Liaison Branch	B 182
Finance Branch	B 183
Resource Evaluation and Analysis Branch	B 184
AC/S, G-4 Division (Logistics)	B 21
Materiel Branch	B 211
Ammunition Supply Point Branch	B 212
Traffic Management Branch	B 213
Food Service Branch	B 214
Support Branch	B 216
Bachelor Housing Branch	B 217
CO, Security Battalion/PM0	B 27
Director, Marine Corps Community Services Division	B 37
Management Review	B 370
Business Operations Branch	B 371
Support Branch	B 372
Semper Fit Branch	B 373
Personal Services Branch	B 374
Marine Corps Family Team Building	B 375
Employee Support Center	B 376
Director, Regional Contracting Office	B 40
* Contracts Branch	B 401
* Systems Support Branch	B 402
* Simplified Acquisition Branch	B 403
AC/S, G-6 Division (Communication Electronics)	B 50
DMS Control Center Branch	B 501
Logistics Branch	B 502
Information Systems Management Branch	B 503
Office Equipment Support Branch	B 506
Telecommunication Branch	B 507
Budget/Supply	B 508/509

ENCLOSURE (1)

Ch 4 (**1 1 MAR 2003** )



MCBO 5210.1B  
**1** MAR 2001

ACTIVITY

Director, Safety Division

CODE

B 51

ENCLOSURE (1)  
Ch 4 ( **11** MAR 2003 )

**1 MAR 2001**

## DESIGNATOR    CODES    FOR    MCCDC    ACTIVITIES

<u>ACTIVITY</u>	<u>CODE</u>
Commanding General, MCCDC	C 06
Deputy CG, MCCDC	C 061
Chief of Staff, MCCDC	c 05
Counsel	c 050
Scientific Advisor	c 059
Director, Warfighting Development Integration Division	c 39
Operations Branch	c 392
Director, Warfighting Requirements Division	c 41
Concepts Branch	c 411
Plans Branch	C 412
Mission Area Analysis Branch	c 413
Director, Doctrine Division	C 42
Command and Command Support Branch	C 421
Ground Branch	C 422
Aviation Branch	C 423
Combat Service Support Branch	C 424
Combined Branch	C 426
Joint Branch	C 427
Amphibious Branch	C 428
Publication Branch	c 429
Religious Ministries Branch	C 4210
Director, Equipment Requirements Division	c 44
Admin Section	c 441
Command, Control, Communications, Computer, and Intelligence (C4I) Branch	C 442
Ground Combat Branch	c 443
CSSE Branch	c 445
Director, Studies and Analysis Division	c 45
Analysis Branch	c 451
Mission Area Analysis Branch	C 452
Marine Corps Studies System Management Branch	c 453

ENCLOSURE (2)

**1 MAR 2001**

<u>ACTIVITY</u>	<u>CODE</u>
Commanding General, Training and Education Command	C 46
G-1 Manpower Management	C 460
Adjutant	C 46A
G-3 Operations	C 461
G-4 Supply/Logistics Branch	C 462
G-6 Information Technology Branch	C 463
G-7 Financial Management Branch	C 464
Training and Education Support Branch	C 465
Coalition and Special Warfare Center	C 466
MAGTF Staff Training Program Center	C 467
Distance Learning Center	C 468
 Commanding General, Training Command	 c 47
Adjutant	C 47A
Operations Branch	c 471
Ground Training Branch	c 472
Aviation Training Branch	c 473
Interservice Training Branch	c 474
Formal Schools Training Branch	c 475
Weapons Training Battalion	C 476
Career Planner School	c 477
 Commanding General, Education Command/President,	 c 40
Marine Corps University	C 40CCE
College of Continuing Education	C 40RC
Marine Corps Research Center	c 401
Marine Corps War College	C 402
Command and Staff College	c 403
Amphibious Warfare School	c 404
Command and Control Systems School	c 405
The Basic School	C 406
Officer Candidates School	c 407
Staff Noncommissioned Officers Academy	C 40A
Joint/Combined Service Support Branch	C 40B
U.S. Army	c 40c
U.S. Navy	C 40D
U.S. Air Force	C 40E
U.K. Royal Mar	C 40F
French Liaison Officer	C 40G
ROKMC (Korean)	C 40H
Canadian Liaison Officer	
Australian Liaison Officer	
 Commanding General, Marine Corps Warfighting Lab	 C 52

ENCLOSURE (2)

<u>ACTIVITY</u>	<u>CODE</u>
Director, Total Force Structure Division	C 53
Systems Branch	C 5312
Operations Branch	C 5322
Command Element Branch	C 5323
Ground Combat Element Branch	C 5324
Aviation Combat Element Branch	C 5325
Combat Service Support Element Branch	C 5326
Support Establishment Branch	C 5327
Commanding Officer, Special Purpose MAGTF	C 55

ENCLOSURE (2)